

WEST MOORS TOWN COUNCIL**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 21st MARCH 2024 in the Pavilion, Fryer Field at 7.30pm.**

PRESENT: Cllr Mrs P Yeo – Chair
 Cllr A Clarke Cllr J Randall Cllr Mrs N Senior
 Cllr C Way Cllr K Wilkes

OTHERS PRESENT: Mrs Judi Weedon (Clerk)

APOLOGIES: Cllr D Shortell Cllr M Hawkes Cllr Mrs C Holmes

23/322 QUESTIONS FROM MEMBERS OF THE PUBLIC
 None

23/323 DECLARATIONS OF INTEREST/DISPENSATIONS
 None

23/324 TO RECEIVE THE CLERK'S REPORT
 a. The internal auditor carried out an interim audit on the 14th February. The next visit is scheduled for the 17th April, it is hoped that the Annual return will have been completed by that time so the figures can be examined.

23/325 TO RECEIVE FINANCIAL INFORMATION
 a. Members received bank reconciliations up to 29th February, as attached on page 3159 of the minutes.
 b. Internal Controls: Members received Income reports for January and February. Bank Statements and petty cash up to 29th February have been checked by Cllr Yeo.
 c. Members were informed that the Petty Cash top up is now via cash withdrawal from a cashpoint, as the bank had made it difficult to cash a cheque in branch. A full audit trail of any cash withdrawals is kept.

23/326 ACCOUNTS FOR PAYMENT
 It was
RESOLVED that the accounts for payment be approved as attached on page 3160 of the minutes. Cllr's Senior and Wilkes to authorise the electronic payments.
Voting: Unanimous

23/327 AUDIT REPORT
 Members received a copy of the internal audit report from the visit carried out on the 14th February. It was noted there were no recommendations that arose from the audit.

23/328 REVIEW POLICES AND PROCEDURES
 a. **Standing Orders**
 Members reviewed the Standing Orders, it was noted that SO19 e and f. required changing due to procurement rules, After discussion it was
RECOMMENDED that the amended Standing Orders (changes to SO19 e, f) be adopted by the Council.
Voting: unanimous
 b. **Value for Money Statement**
 Members reviewed the Value for Money Statement and after discussion it was
RECOMMENDED that the amended Value for Money Statement be adopted by the Council.
Voting: unanimous

c. Investment Strategy

Members reviewed the Investment Strategy, members agreed that no changes to the strategy were required and the only amendment to the policy was the valid to and from dates. It was

RESOLVED that the Investment Strategy be adopted.

Voting: unanimous

d. Traveller Policy

Members reviewed the Traveller Policy and the amendments regarding Section 62 of the Criminal Justice and Public Order Act 1994, members then

RECOMMENDED that the amended Traveller Policy be adopted by Council.

Voting: unanimous

It was noted that this policy should only be reviewed every 5 years unless legislation changes.

e. Training and Development Policy

Members reviewed the amended Training and Development Policy, after discussion it was

RECOMMENDED that the amended Training and Development Policy be adopted by Council.

Voting: unanimous

It was noted that the annual change to the policy regarding budget information allocated to training, be changed without reference to committee.

f. Press and Media Policy

Members reviewed the Press and Media Policy, after discussion it was agreed that no changes were necessary to the policy.

23/329 CORRESPONDENCE

None

23/330 STAFF MATTERS

Members received:

- a) Sickness Report: The contents were noted
- b) Overtime Report: The contents were noted
- c) Annual Leave Report: The contents were noted.

The Chairman declared the meeting closed at 19:46hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 23rd May 2024 at 19.30hrs

SIGNED DATE

Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 29.02.2024

Amount in bank as at 31/01/24	£230,156.30
Income during February	£6,457.95
Expenditure during February	£18,293.06
Amount in bank as at 29/02/24	£218,321.19

Bank Reconciliation as at 29/02/24

Current	£1,775.58
Deposit	£191,509.33
CCLA PSDA	£25,000.00
Petty cash	£18.78

	£218,303.69
Less outstanding payments	£0.00
Plus unpresented receipts	£17.50

Total amount held in accounts	£218,321.19

Long Term Investment:

CCLA Property Fund	£122,071.63
(Nominal value at 31.12.2023)	

Outstanding Loan Amount

Public Works Loan	(£40,145.30)
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Payment list dated 21.03.24			
Payment method	Invoice amount	Invoice date	Details
EB 25.03	£120.00	29.02.24	DAPTC – Contribution to production of election videos
EB 25.03	£158.00	11.03.24	DAPTC - Cllr Networking KM- 07.03.24 (Cllrs Wilkes and Yeo)
EB 25.03	£135.00	22.02.24	Terrafirma – Lengthsman fees for moving Speed Indicator device Nov to Feb
EB 25.03	£1,564.26	22.02.24	Terrafirma – Grounds Maintenance fees for Fryer field and Cemetery for February 2024
EB 25.03	£84.00	17.03.24	Terrafirma - Supply of 10 litter pickers (Great price!)
EB 25.03	£318.00	17.03.24	Terrafirma – supply single and scalping tonnes for cemetery
EB 25.03	£81.00	26.02.24	Jaylee Refrigeration – Annual Heating/aircon service
EB 25.03	£54.00	01.03.24	Classic Fire – Fire extinguisher annual checks/servicing in council office
EB 25.03	£62.40	01.03.24	Classic Fire – Fire extinguisher annual checks/servicing in pavilion
EB 25.03	£641.18	29.02.24	Ridley Waste Systems- 12 boxes of caddy bags (20 rolls each)
EB 25.03	£44.21	01.03.24	XCS – Photocopier charges (19.12.23 – 01.03.24)
EB 25.03	£50.00	11.03.24	WMYC : Refund of ground rent not due till 2025 - paid too soon
EB 25.03	£181.05	07.03.24	N Power (EON) - Christmas Lighting electricity supply
EB 25.03	£6.26	04.03.24	S4B- Allotment water supply 3 Feb – 2 Mar '24
EB 25.03	£51.24	04.03.24	S4B- Public toilets water supply 5 Feb – 3 Mar '24
EB 25.03	£1,857.60	13.03.24	Origin Transport Consultants – representation fee at planning hearing 13.03.24
EB 29.03	£1,732.81	18.03.24	HM Revenue and Customs – Tax and NI – Month 12
EB 29.03	£1,703.79	18.03.24	Dorset Council – Pensions Contributions – Month 12
EB 29.03	£4,858.35	29.03.24	Staff Salaries – Month 12
EB 25.03	£1,392.00	18.03.24	Verwood Cleaning Services – Public toilet and Pavilion cleaning Feb and March
CASHPOINT 18.03	£50.00	18.03.24	Petty Cash Top up
Total	£15,145.15		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 22.03	£548.16	15.02.24	S4B - Water supply at the Pavilion 19 Aug '23 – 20 Feb '24
DC 06.03	£24.00	06.03.24	Well Heeled - 2 off sets of keys for pavilion
DC 08.03	£218.40	04.03.24	Harbour Publications Ltd - WESTIVAL advertising
DD 13.03	£15.60	09.03.24	SAGE - Payroll 09.03 - 08.04.24
DC 15.03	£26.30	15.03.24	Ebay- Cigarette Butt Pouches – 24pcs x 2
Total	£832.46		